



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

1 August 2001

MEMORANDUM FOR ALL FORSCOM DOCS

SUBJECT: Contracting Information Letter (CIL) 01-28

1. This CIL contains information on the following subjects:

- a. Army Acquisition Corps (AAC) Membership
- b. FY 2002 Contracting Management Review (CMR) Schedule
- c. Acquisition Tuition Assistance Program (ATAP) Policy

2. Army Acquisition Corps (AAC) Membership. Reference memo, SAAL-ZAC, 5 June 2001, SAB (encl 1). Membership to the AAC has now been expanded to include GS13s. A copy of the application form for GS-13s, the AAC Membership Requirements Information, AAC Mobility Agreement, and Tenure Agreement is provided at enclosure 2.

3. FY 2002 Contracting Management Review (CMR) Schedule. A copy of the FY 02 CMR schedule is provided at enclosure 3.

4. Acquisition Tuition Assistance Program (ATAP) Policy.

a. The ATAP is available for civilian Army Acquisition and Technology Workforce (A&T WF) members who wish to complete an undergraduate degree or fulfill the business hour requirement cited in reference a of this document. ATAP may be used to complete either 24 semester credit hours (or equivalent) from among the following disciplines: accounting, business finance, law, contracts, quantitative methods, and organization and management; or 24 semester credit hours (or equivalent) in the member's career field and 12 semester hours in the disciplines cited above. ATAP is also available for civilian Army Acquisition Corps (AAC), Corps Eligible (CE) members, Level III certified, interested in pursuing graduate study in a business, scientific, or technical specialty. ATAP is not authorized for education beyond the master's degree level. ATAP funding may only be used for study at accredited colleges or universities within the member's local commuting area. Classes outside the local commuting area must be approved by the Deputy Director, Acquisition Career Management (DDACM). Classes will be taken during nonduty hours, unless the participant's organization approves class attendance during duty hours.

b. To be eligible for ATAP funding benefits, an applicant must currently be a member of the A&TWF. If the applicant is NOT currently occupying an acquisition position (even if a previous AAW/AAC member), he/she is not entitled to ATAP training benefits. If the ATAP participant

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was previously approved for ATAP funding and subsequently moves to a nonacquisition billet, or the encumbered billet is changed to nonacquisition, the ATAP student is no longer eligible for ATAP funding. Additional information is provided at enclosure 4.

4 Encls
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A handwritten signature in black ink, appearing to read 'Toni M. Gaines', with a stylized, flowing script.

TONI M. GAINES
Acting Chief, Contracting Division, DCSLOG
Acting Principal Assistant Responsible
for Contracting

SAAL-ZAC

June 5, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Corps Membership Policy Change

The purpose of this memorandum is to announce the decision by the Director of Acquisition Career Management (DACM) to expand Army Acquisition Corps (AAC) membership to select GS-13s or personnel demonstration project broadband equivalents. Details of the policy change and application instructions follow.

Although the Defense Acquisition Workforce Improvement Act allows AAC membership at the GS-13 level, the DACM has previously limited membership primarily to GS-14s and personnel demonstration project broadband IV occupants of Critical Acquisition Positions (CAPs). The decision to allow AAC membership at the GS-13 level includes only those Acquisition and Technology Workforce (A&TWF) GS-13s and broadband equivalent members who have obtained Corps Eligible (CE) status and who have accomplished level III certification in an acquisition career field (ACF). The purpose of this limitation is to encourage workforce members to become proficient in their career fields as their first priority. This is in keeping with our Acquisition Career Development Plan.

Eligible A&TWF members who wish to apply for AAC membership may do so by providing the following documents to the Acquisition Management Branch (AMB) at PERSCOM: (The AAC Membership Application and the Mobility Agreement may be found on the DACM homepage under the Policy/Procedures button; click on AAC Membership Requirements.)

- a. A completed AAC Membership Application.

b. A signed (by applicant only) copy of an updated ACRB that documents CE status, level III certification in an ACF, and that the applicant currently occupies an A&TWF position.

c. A signed Acquisition Corps Mobility Agreement. (Note: The term "mobility" includes functional and organizational moves as well as geographic. Due to fiscal constraints, geographic moves are the least desirable of the three.)

d. Documentation of conversion to GS-13 for those in a personnel demonstration broadband that includes the former grades below GS-13. (Include documentation, such as an SF 50, that the applicant held the grade of GS-13 going into the demonstration project or currently earns the equivalent salary of a GS-13 Step 4 or higher. Use the current year's General Schedule Salary Table and do not include locality pay in the conversion.)

Submit applications to AMB at the following address:

Commander
U.S. Total Army Personnel Command
ATTN: TAPC-OPB-E
200 Stovall Street, Room 7N35
Alexandria, VA 22332-0411

Applicants who are accepted for membership will receive a Letter of Acceptance, a Certification of Admission, and an Acquisition Corps Certificate. Applicants who are not accepted will be notified in writing by AMB.

This policy change has no impact on the current procedure for obtaining AAC membership at the GS-14, personnel demonstration project broadband IV, and higher. Positions at these grades are critical acquisition positions and require AAC membership at the time of assignment to the position. The personnel community provides AMB with the required AAC membership documents and individuals are assessed into the AAC prior to final selection for the position. This process is documented in detail in the forthcoming Policy and Procedures for Selecting and Placing Civilians in A&TWF Positions.

By opening AAC membership to GS-13s, it allows a select group of workforce members to distinguish themselves by becoming a member of a professional corps that recognizes their career accomplishments and potential as future leaders in acquisition. Individuals with this distinction are afforded career-enhancing opportunities that prepare them for senior positions and recognize their dedication to professionalism. Please ensure members of your workforce are aware of this opportunity.

//original signed//

FRANK C. DAVIS
Colonel, USA
Deputy Director
Acquisition Career Management

DISTRIBUTION:

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ARMY DIGITIZATION OFFICE
TEST AND EVALUATION MANAGEMENT AGENCY

**ARMY ACQUISITION CORPS APPLICATION
FOR GS-13/EQUIVALENT PERSONNEL DEMONSTRATION PROJECT**

1. **A&TWF Member** _____ (Applicant must be a member of the Army Acquisition and Technology Workforce.) Complete the following in print or type.

Name: (Last, First, Middle): _____

SSN: _____

Title/Grade: _____

Organization Address: _____

2. **Acquisition Career Record Brief:** _____ (must be updated to include Corps Eligible status and level III certification in an acquisition career field.
3. **Acquisition Corps Mobility Agreement:** _____ Signed by the Applicant
4. **Documentation of Conversion to GS-13** _____ This is required only for those in a broadband that includes the former grades of GS-12 and GS-13. Documentation, such as an SF 50, should verify that the applicant was a GS-13 going into the demonstration project or currently earns the equivalent salary of a GS-13 Step 4. Use the current year's General Schedule Salary Table and do not include locality pay in the conversion.

Mail the above documents to the Acquisition Management Branch, PERSCOM, at the following address:

Commander
U.S. Total Army Personnel Command
ATTN: TAPC-OPB-E
200 Stovall Street, Room 7N35
Alexandria, VA 22332-0411

*** Privacy Act Statement**

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that: Collection of your Social Security Number and using it as an employee identification number is authorized by Executive Order 9397. The furnishing of this information is voluntary; it will be used to update your ACPERS record and may be provided to the Functional Chief Representatives for career management purposes.

ARMY ACQUISITION CORPS MEMBERSHIP REQUIREMENTS/INFORMATION

I. REQUIREMENTS: In order to become a member of the Army Acquisition Corps (AAC), a subset of the Army Acquisition Workforce, individuals must meet the status, experience, training and education requirements listed under paragraphs 1 through 4. Paragraph 5 lists other methods of becoming an AAC member. (Reference: DAWIA Chapter 87, 10 U.S. code, Section 1732(b), Eligibility Requirements.)

1. STATUS: Civilian employees must have been selected for or be serving in a GS 14/NH IV, or above, position. (All GS 14/NH IV and LTC and above are Critical Acquisition Positions.) Military must be serving in the grade of major, or above. (Individuals certified eligible for selection from outside Federal civil service to such a position are included in this category.)

2. EXPERIENCE: Have four years of acquisition experience in the DoD or in a comparable position in industry or government.

3. TRAINING: Have completed Level II or Level III certification or the mandatory requirements in an acquisition career field. (NOTE: Individuals selected for a CAP have 18 months to achieve Level III certification in the career field designated by the position or obtain a waiver. This does not preclude accession into the Corps.) Acquisition career field certifications from other DoD components are accepted as valid by the Army.

4. EDUCATION: (must have both a and b)

a. Possess a baccalaureate degree from an accredited educational institution.

b. Possess at least:

- 24 semester credit hours (or equivalent) from an Accredited institution of higher education, from among the following business disciplines: Accounting, Business, Finance, Contracts, Economics, Industrial Management, Law, Marketing, Organization Management, Purchasing, and Quantitative Methods

or

- 24 semester credit hours (or equivalent) in the individual's acquisition career field, from an accredited institution of higher learning, and 12 semester credit hours (or equivalent) from among the business disciplines listed above.

c. There are two exceptions to the education requirement (i.e., the college degree and the 24/12 hours of business semester hours, as stated in paragraph 4.a and b, above.

(1) If an individual had at least ten years of acquisition experience as of October 1, 1991, the above education requirements do not apply.

(2) If the individual meets both of the following conditions, the above education requirements do not apply:

- was serving in an acquisition position on October 1, 1991, but had less than ten years of acquisition experience.

- has 24 semester hours in the above listed business disciplines. (A combination of college courses and approved equivalency examinations totaling 24 semester hours may be used.)

5. In addition to the above, there are two other methods of becoming an AAC member.

a. Individuals who graduate from the Competitive Development Group Program become AAC members.

b. Civilian employees who achieve Acquisition Corps membership through another military defense department or the OSD/Defense Agency Acquisition Corps, to include active duty and reserve components, are automatically qualified for AAC membership upon selection to a CAP position.

II GENERAL INFORMATION:

1. Upon acceptance into the AAC, civilian members are required to sign the following documents:

a. AAC Written Tenure Agreement.

b. AAC Mobility Statement.

2. Upon accession into the AAC, members will receive a letter and a certificate of documentation from the Deputy Director, Acquisition Career Management.

3. Acquisition Career Managers will update the Acquisition Career Records Brief to indicate AAC status.

4. AAC members retain their corps membership even when assigned to a non-acquisition position.

THE ARMY ACQUISITION CORPS MOBILITY AGREEMENT

1. **GENERAL.** I have read and understand the mobility statement attached to this agreement.

2. **MANDATORY MOBILITY.** I understand that relocation or extended temporary duty (TDY) may be required under the following conditions:

a.. Functional, organizational, and geographic mobility may be necessary under the AAC referral system to staff an AAC position. Under the AAC referral system, involuntary geographic relocation is the last alternative. After a request to fill a critical acquisition position (CAP) is received, the best qualified AAC candidates who have specified that geographic preference will be referred. If this does not produce at least three candidates for referral, all remaining best qualified candidates will be notified of the vacancy, and volunteers for referral will be accepted. If this still does not result in three candidates for referral, all best qualified AAC members will be referred regardless of geographic preferences and the selectee may be required to relocate involuntarily. The Army Acquisition Corps Application, Referral Desires, will be provided for AAC members to indicate their preferences for desirable and undesirable geographic locations.

b. Relocation or extended TDY may be required of an AAC member to become certified or to maintain their professional skills and competitive status.

3. **DEFERRALS.** I may request a deferral from the mandatory functional, organizational, and geographical referral provisions, which may result in relocation or extended TDY, for valid reasons such as the following: impending retirement; resignation; extreme personal, family or financial hardship; a documented medical condition that would be aggravated by the proposed assignment. If approved, I understand that such deferral will be granted for specific period of time and will be reviewed periodically to ensure that the reason(s) remain(s) valid. The deferral decision is made by the Chief, Civilian Acquisition Management Branch, U.S. Total Army Personnel Command.

4. **REFUSAL OF VALID OFFER.** I understand that refusal to accept any valid offer for assignment/training (temporary or permanent) or failure to relocate pursuant to this agreement may result in my removal from membership in the AAC and removal from an AAC critical position, unless an approved deferral is obtained.

5. **DISCONTINUED SERVICE RETIREMENT.** I understand that under OPM guidance my entry into this Mobility Agreement may render me ineligible for discontinued civil service retirement if I accept a mandatory or directed assignment under this Mobility Agreement and subsequently decline an offer of a second directed assignment outside of my then current commuting area.

6. **ASSIGNMENT TOURS.**

a. I understand that upon permanent assignment to an AAC critical position, I may not be required to relocate permanently for a period of at least three years. This will not preclude a requirement to relocate temporarily at any time for developmental and training assignments under the terms of an Individual Development Plan.

b. I also understand that my assignment to a critical acquisition position will be reviewed upon completion of five years of service in that position. A mobility decision may be made in conjunction with the five year rotation review.

7. NOTICE BEFORE DIRECTED RELOCATION. I understand that I will normally be given at least 90 days advance notice of directed permanent relocation, unless a move is required to meet essential mission requirements.

8. RELEASE FROM THE AAC. I understand if I am chosen for a critical acquisition position and choose not to accept the position, I may be subject to release from the AAC with prejudice, meaning that I may not be eligible to reenter the AAC. I also understand that, at any time, I may request from the Chief, Civilian Acquisition Management Branch, release from the AAC without endangering my eligibility to compete for reentry into the AAC at a later date, provided my performance and conduct are satisfactory.

9. REMOVAL FROM THE AAC. I agree the AAC will periodically review my status and may propose my removal from membership in the Corps for failure to abide by this agreement. I know that I have the right to formal written notice of such action and grievance or appeal rights established by law and regulation.

10. AGREEMENT MODIFICATION AND TERMINATION. I understand this agreement may be modified or terminated by written notice to that effect from the Army Acquisition Executive for substantial reasons that are in the best interest of the AAC.

Typed Applicant's Name

SSN

Signature

Date

Authority: Title 5, Section 301, Title 10, U.S.C.E.O.9397. **Purpose:** To be signed so that an employee understands that a mobility agreement is a condition for a Critical Acquisition Position (CAP) and for membership in the Army Acquisition Corps. **Routine Uses:** Social Security Number to be used as a personal identifier. Voluntary. Failure to complete form will prohibit entry into a Critical Acquisition Position and into the Army Acquisition Corps.

THE ARMY ACQUISITION CORPS MOBILITY STATEMENT

PURPOSE. By public law and DoD mandate, the Army Acquisition Corps (AAC) must ensure that the highest quality acquisition professionals occupy critical acquisition positions (CAP). To ensure growth beyond qualification standards established in public law and DoD policy, the development of acquisition professionals requires further specialized training and education, plus a variety of job experiences. Mobility enhances professionalism and career progression opportunities, develops members for senior CAP, meets organizational and management needs, and improves the effectiveness of the Army acquisition processes.

AUTHORITY. The AAC mobility agreement is authorized by Chapter 87, 10 U.S. Code, Section 1732(e); DoDI 5000.58, "Defense Acquisition Workforce," January 14, 1992; and is in accordance with Chapter 87, 10 U.S. Code, Section 1734(e), and DoDD 1400.24, "Civilian Mobility Program," October 20, 1989.

POLICY. It is the Army policy that the signing of a mobility agreement is a condition for membership in the AAC. This policy covers three types of mobility:

Functional Mobility. Functional mobility consists of a new assignment within the same commuting area but to a position in: (a) another acquisition career field; (b) another functional area within an acquisition career field; or (c) a subspecialty within a functional area or acquisition career field.

Organizational Mobility. Organizational mobility refers to a new assignment within the same commuting area to a different office or command level.

Geographic Mobility. Relocation outside the commuting area.

Voluntary mobility of all three types is desirable, encouraged and should be career enhancing. Involuntary mobility is the least preferred alternative for the individual and the organization. In priority, the criteria for application of this agreement shall be: is the mobility necessary to meet the critical needs of the Army? Is mobility necessary to further the professional development needs of the individual?

AAC REFERRAL SYSTEM. Permanent change of station may be required to staff a critical acquisition position under the procedures established for administration of the AAC central referral system.

Army Acquisition Corps
Statement of Understanding
Assignment to Critical Acquisition Position

1. I have read and understand the general provisions in the Written Agreement to Remain in Federal Service and the specific provisions in this statement of Understanding, which are incorporated fully into my agreement to remain in Federal service in this critical acquisition position.
2. I understand that the Government may take appropriate action against me if I fail to comply with my statutory service obligation, including, but not limited to the following:
 - a. Repayment/Recoupment of Past Relocation Expenses. I hereby agree to repay the Government all money equal to that expended by the Government for all travel, transportation, shipment and storage of household goods and personal effects, and subsistence of myself and my dependents to the location of my critical acquisition position assignment if I received such benefits to relocate to accept this assignment. The repayment/recoupment may be prorated in proportion to the amount of service completed.
 - b. Repayment/Recoupment of Training Expenses. If I fail to comply with this service agreement, I hereby agree to repay the Government all enhancement training expenses that the Government paid for training me from the date that I accepted this position through the date of my departure. These include course costs, transportation, subsistence, and any other related fees or expenses.
 - c. Withholding of Final Pay and Delay of Annuity. I understand that if I fail to comply with this agreement and I leave Federal employment for any reasons whatsoever, including retirement, the disbursement of my final pay and the initiation of any annuity to which I may be entitled may be delayed pending the outcome of an agency review of required relocation, training or other expenses associated with my critical acquisition position assignment.

Army Acquisition Corps
Written Agreement to Remain in Federal Service
(Assignment to a Critical Acquisition Position)

- I, _____, understand and agree that, except as otherwise provided, pursuant to the Defense Acquisition Workforce Improvement Act, as amended, my assignment to a critical acquisition position results in a service obligation required by Federal law (10 U.S.C., Section 1734 (a) (1)). I therefore agree to remain in Federal service in this position for at least three years.
2. I understand that the length of service (assignment period) described in paragraph 1 can be waived only under exceptional circumstances as prescribed and permitted in regulations established by the Secretary of Defense (10 U.S.C., Section 1734 (d)). Circumstances prescribed in DODI 5000.58, 14 January 1992, permitting waiver of this service obligation are:
 - a. Humanitarian reassignment, discharge, or retirement.
 - b. Relief of duties and reassignment in the interest of the Department of Defense.
 - c. Promotion, where promotion in place is not allowable.
 2. I understand that, once signed, this agreement remains in effect until provisions are properly completed (as prescribed in paragraph 1) or the agreement is properly waived (as prescribed in paragraph 2).
 3. I understand that I may be subject to one or more of the penalties listed in the accompanying Statement of Understanding if I violate the terms of this agreement.

(Signature and Date)

(Typed Name, Grade and SSN)

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 301. Title 10, U.S.C. E.O. 9397. Purpose: To be signed so that an employee entering a Critical Acquisition Position understand they must remain in Federal service in the position for at least three years. Routine Uses: Social

<http://dacm.rdaia.army.mil/policy/writtenagreement.html>

7/18/2001

FY 2002 CONTRACTING MANAGEMENT REVIEW SCHEDULE

<u>INSTALLATION</u>	<u>DATE</u>
Fort Irwin	3-7 Dec 2001
AACC	7-11 Jan 2002
Fort Bragg	18-22 Mar 2002
Fort Drum	8-12 Apr 2002
Fort McCoy	20-24 May 2002

**DEPARTMENT OF THE ARMY
ACQUISITION TUITION ASSISTANCE PROGRAM
POLICY**

1. REFERENCES

- a. Public Law 101-510, National Defense Authorization Act for Fiscal Year 1991, "Title XII Defense Acquisition Workforce Improvement Act," November 5, 1990.
- b. DoD Directive 5000.52, "Defense Acquisition Education, Training, and Career Development Program," October 25, 1991.
- c. DoD 5000.52M, "Career Development Program for Acquisition Personnel," November 25, 1991, authorized by DoD Directive 5000.52, October 25, 1991.
- d. DoD Directive 5000.57, "Defense Acquisition Workforce," October 22, 1991.
- e. DoD Instruction 5000.58, "Defense Acquisition Workforce," January 14, 1992.
- f. DoD Instruction 5000.55, "Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Position," November 1, 1991.
- g. Title 5, Chapter 41, United States Code.
- h. Defense Acquisition University Catalog (current issue).
- i. DA Regulation 690-400, Chapter 410, Training.
- j. Part 410 of Title 5, Code of Federal Regulations.
- k. Federal Personnel Manual Bulletin 410-132, May 28, 1992.

2. SCOPE

This Army Acquisition Tuition Assistance Program (ATAP) Policy applies to all individuals who meet the requirements set forth in the References.

3. BACKGROUND

Title XII of Public Law 101-510, "National Defense Authorization Act for FY 1991, Defense Acquisition Workforce Improvement Act (DAWIA), November 5, 1990," amended the training law, 5 U.S.C., chapter 41, by providing in 5 U.S.C., chapter 4107 and part 410 of title 5 code of Federal Regulations, provisions whereby agencies may authorize training leading to an academic degree in occupations of anticipated shortage of qualified personnel.

Reimbursement and Training for certain acquisition personnel amends section 1745 of title 10, United States Code, to extend the "shortage of personnel" designation for qualified civilian acquisition personnel of the DoD until September 30, 2005. These policies and procedures implement the ATAP within the Department of the Army (DA).

4. APPLICABILITY

a. The ATAP is available for civilian Army Acquisition and Technology Workforce (A&T WE) members who wish to complete an undergraduate degree or fulfill the business hour requirement cited in reference a of this document. ATAP may be used to complete either 24 semester credit hours (or equivalent) from among the following disciplines: accounting, business finance, law, contracts, quantitative methods, and organization and management; or 24 semester credit hours (or equivalent) in the member's career field and 12 semester hours in the disciplines cited above. ATAP is also available for civilian Army Acquisition Corps (AAC), Corps Eligible (CE) members, level III certified, interested in pursuing graduate study in a business, scientific, or technical specialty, as cited in reference a and outlined in DoD Directive 5000.52M. ATAP is not authorized for education beyond the master's degree level. ATAP funding may only be used for study at accredited colleges or universities within the member's local commuting area. Classes outside the local commuting area must be approved by the Deputy Director, Acquisition Career Management (DDACM). Classes will be taken during nonduty hours, unless the participant's organization approves class attendance during duty hours.

b. To be eligible for ATAP funding benefits, an applicant must currently be a member of the A&TWF. If the applicant is NOT currently occupying an acquisition position (even if a previous AAW/AAC member), he/she is not entitled to ATAP training benefits. If the ATAP participant was previously approved for ATAP funding and subsequently moves to a nonacquisition billet, or the encumbered billet is changed to nonacquisition, the ATAP student is no longer eligible for ATAP funding.

5. RESPONSIBILITIES

a. **DDACM.** The DDACM has oversight and control of the ATAP Policy and Procedures. The DDACM may delegate the responsibility for developing and implementing the policy and procedures to the Director, Acquisition Career Management Office (ACMO).

b. **ACMO**

(1) Responsible for the development and management of the programs that provide for the education, training, and career progression of A&TWF members.

(2) Develops and issues the ATAP policy and procedures.

(3) Provides oversight of the ATAP.

(4) Responsible for organizing and conducting the ATAP Selection Board. Serves as final approval

authority for employees accepted to participate in the program and provides results to the NCR CSO.

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- (5) Directs correspondence with ATAP applicants/participants.

c. **National Capital Region Customer Support Office (NCR CSO)**

- (1) Implement ATAP for the A&TWF.
- (2) Ensure widest dissemination of information on ATAP announcements and information.
- (3) Provide customer assistance on all aspects of ATAP.
- (4) Review application packages for requirements.
- (5) Return incomplete application packages with an explanation of what is required.
- (6) Provide periodic reports to the ACMO as required.
- (7) Track the progress of each ATAP student in the Career Acquisition Personnel & Position Management Information System (CAPPMS) database ensuring that grade levels ("C" undergraduate or "B" graduate) are maintained and that changes to schedules or funding requirements are approved.

d. **Acquisition Career Managers (ACMs)**

- (1) Provide customer assistance on all aspects of ATAP.
- (2) Ensure widest dissemination of information on ATAP.

e. **Army Acquisition Executive Support Agency (AAESA)**

- (1) Maintain funding status for ATAP and provide the ACMO with periodic reports on funding levels.
- (2) Provide the funding information associated with each ATAP participant as required by the ACMQ.
- (3) Process each ATAP funding document.

f. **ATAP Participants**

- (1) Apply for admission to nationally or regionally accredited schools.
- (2) Submit applications and supporting documentation as outlined in ATAP announcements and

information on the DACM Web site <http://dacrn.rdaisa.army.mil>. A separate application must be provided for each opportunity (e.g., 12-24 semesters hours of business, bachelor's degree, or master's degree).

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(3) All communications regarding ATAP issues should be directed to the NCR CSO. Coordination with the Civilian Personnel Advisory Center/local training coordinators is not required under this policy.

(4) Exhaust entitlements under other federal programs, such as veterans' educational benefits, prior to applying for tuition assistance under the ATAP.

(5) Attain a grade of at least a "B" in graduate courses and "C" in undergraduate courses.

(6) Provide final course grades to the NCR CSO within 60 days of course completion. Failure to provide grade information may result in loss of future funding or removal from the program.

(7) Follow reimbursement procedures, as outlined in USC, Title 5, 4101-4118, to reimburse the government for classes with an incomplete grade, withdrawal, or grade below "B" in graduate courses and "C" in undergraduate courses, or departure from federal government service. All reimbursements for ATAP will be completed through AAESA.

(8) Ensure that first-line supervisors are made aware of academic or other problems that might interfere with success in the educational process.

(9) Select courses from among approved program of study. When planned courses are canceled, conflict with other courses, or are unavailable, provide appropriate substitutes to the NCR CSO.

(10) Notify the NCR CSO immediately when a change in employment no longer qualifies you for program participation.

(11) In coordination with your supervisor, develop a five-year Individual Development Plan (IDP) that lists all courses to be funded by ATAP.

(12) Read and follow the information outlined in the ATAP Procedures.

g. **Organization**

(1) Be aware of the individual's application for ATAP and ensure individual courses have been included and approved on the IDP.

(2) Ensure the individual is available for school and not encumbered by excessive overtime or travel.

(3) Reimburse tuition and other funding provided if substantial travel, duties, or other training prohibit the student from successful completion of classes.

(4) Ensure that the NCR CSO is notified immediately when a change in employment no longer qualifies the employee for program participation.

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6. PROGRAM REQUIREMENTS

a. **Programs of Study.** The ATAP program will support the following educational pursuits: 12-24 semester hours of business required for AAC or CE membership; an undergraduate degree for the workforce; or an undergraduate or graduate degree for those workforce members that are either AAC or CE (Level III) members. All degrees should follow the disciplines that underpin the functions of the AAC. Changes to the approved course of study must be coordinated with the NCR CSO prior to funding approval for the new course.

b. **Learning Institutions.** ATAP funding will support educational pursuits through all schools and programs of study that are nationally or regionally accredited.

c. **Academic Standards.** Program participants must complete all courses with at least a grade of "B" in graduate courses and at least a "C" in undergraduate courses. Withdrawal from an ATAP-funded course may result in the employee being required to reimburse the government for all costs incurred with that particular course and subsequent removal from ATAP.

d. **Nontraditional Modes of Learning.** ATAP will fund nontraditional modes of learning (courses via television, satellite, and online) when the courses are included in the program of study and are part of the school's alternate modes of training.

e. **College-Level Examination Program/Defense Activity for Nontraditional Education Support (CLEP/DANTES) Tests.** ATAP funding will be provided for CLEP/DANTES testing, but a nonpassing grade on any test will require reimbursement by the individual.

f. **Electives.** Electives required as part of a degree must underpin the functions of the AAC. Electives that do not meet this requirement will not be funded by ATAP.

g. **Payback.** Payback of time for the ATAP opportunity is as stipulated on the DD Form 1556. The length of payback is three times the length of the training period. (See Section E - Trainee Agreement/Certification of DD Form 1556 for additional information).

h. **Attendance.** Any ATAP participant not attending scheduled courses for a period of one semester (without prior coordination with the NCR CSO) may be removed from the ATAP and required to reapply.

7. FINANCIAL MANAGEMENT

a. Funding for the ATAP will be centrally managed for A&TWF and AAC employees. As resources permit, educational-related expenses outlined below will be funded prior to class attendance. ATAP funds cannot be provided as reimbursement for funds expended by the student or another organization.

(1) Funding for a master's degree or business hours at the master's level is limited to \$1,700 per

course. Business hours at the master's level will adhere to these funding limits. Funding required above this limit is the responsibility of the ATAP participant. For those ATAP

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participants who entered the program prior to FY01, the above yearly funding limitation of \$7,500 applies, regardless of the number of courses taken.

(2) Funding for a bachelor's degree is limited to \$1,000 per course. The maximum amount allowed per fiscal year is \$5,000. Business hours at the bachelor's level will adhere to these funding limits. Funding above this limit is the responsibility of the ATAP participant. For those ATAP participants who entered the program prior to FY01, the above yearly funding limitation of \$5,000 applies, regardless of the number of courses taken.

(3) Funding for books is limited to \$100 per course. Funding above this limit is the responsibility of the ATAP participant. Book costs and lab fees (if appropriate) may be included on a DD Form 1556 (provided the bookstore accepts it as a form of payment). If the bookstore does not accept a DD Form 1556 or if the required books are not available through the college bookstore, book reimbursement is authorized using an SF 1034 (Public Voucher for Purchases and Services Other Than Personal), which must be submitted with a copy of the purchase receipt. SF 1034 submissions must also include an Electronic Fund Transfer (EFT) form and a voided check.

(4) Lab fees and technology fees required for course completion will be considered as part of the cost of the course

b. Registration fees, parking costs, travel expenses, entrance exams (e.g., SAT, GMAT, GRE), and all other expenses not listed in paragraph 6a are not funded by ATAP. These expenses are the responsibility of the ATAP participant.

c. Changes to pre-approved funding limits must be coordinated through the NCR CSO prior to submission of the DD Form 1556.

8. EFFECTIVE DATE, EXPIRATION DATE, AND IMPLEMENTATION

This policy is effective immediately and supersedes all previous ATAP policies. This policy expires September 30, 2005. The DDACM may issue procedures as necessary to implement this directive.

COL, GS
Acting Deputy Director
Acquisition Career Management